

NIH POLICY MANUAL

54700 - NOTICE OF GRANT AWARD

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A. Purpose:

This chapter sets forth the minimum requirements and administrative procedures for issuing Notices of Grant Award for all NIH non-construction assistance programs. This chapter implements for NIH the PHS Grants Administration Manual Chapter 1-67, Notice of Grant Award.

B. Applicability:

This policy is applicable to all NIH non-construction assistance programs. It applies to the award of new, competing continuation, noncompeting continuation, and supplemental awards.

C. References:

1. NIH Manual Chapter 4808, Procedure for Congressional Notification of Grant Awards
2. NIH Manual Chapter 4809, Duration of Recommended Grant Support
3. NIH Manual Chapter 5003, Issuance and Recording of Grant Award Obligations
4. NIH Manual Chapter 5004, Activation Dates of Grants, Including Fellowships
5. NIH Manual Chapter 5808, Establishment and Documentation of Files and Other Records, Including Monitoring Actions, for NIH Grant Programs

D. Definitions:

1. **Notice of Grant Award** - The official grant award document that notifies the grantee and others that a grant has been made, contains or makes reference to all terms and conditions of the grant, and provides the documentary basis for recording the obligation of Federal Funds in the agency's accounting system.
2. **Terms and Conditions** - All legal requirements imposed on a grant or other assistance instrument by the Federal Government whether by statute, regulations, the grant award document itself, or other documents. For NIH, "terms and

conditions" are comprised of "standard" and "special" provisions as follows:

- a. Standard Provisions Terms and conditions required as part of each Notice of Grant Award.
- b. Special Provisions Additional terms and conditions judged necessary to attain the objectives for which the grant is being made, facilitate postaward administration of the grant, conserve grant funds, or otherwise protect the interests of the Federal government.

E. Policy:

1. A Notice of Grant Award shall be prepared in accordance with the provisions of this chapter for each grant made by an NIH awarding unit. All official notices except those for fellowship awards will be issued on Form PHS-1533, Notice of Grant Award (see Illustration 1). Fellowship notices will be issued on Form PHS 416-4, Notice of Research Fellowship Awards (see Illustration 2).
2. All terms and conditions contained in or referenced by the Notice of Grant Award will be binding until such time as they are modified by a revised Notice of Grant Award or other document signed by the designated awarding unit official(s).
3. A Notice of Grant Award may not be issued unless supported by an approved application proposal or other required document(s) on file. The Grants Management/ICMS Worksheet (Form NIH 705-1) must be completed and the original maintained in the official file folder as evidence that all required fiscal, administrative, and monitoring actions have been satisfied (refer to NIH Manual Chapter 5808 for full details). It is mandatory (except for individual fellowship and career awards) that a copy of this form be included in the obligation package routinely sent to the Division of Financial Management.
4. All Notices of Grant Award and revisions and supplements thereto shall include a provision for separately identifying the responsible NIH program official and grants management official. At a minimum, awards must be signed (actual or facsimile signature) by the designated Grants Management Officer. The signature on the Notice of Grant Award shall constitute the signer's certification that, in his/her opinion, the notice is complete and is in accordance with all applicable requirements. At the option of the awarding unit, the Notice of Grant Award may also include the actual or facsimile signature of the separately identified NIH program official. No person shall be required to sign a Notice of Grant Award or have his/her signature stamped or represented unless that person is satisfied that the award is complete and appropriate in all respects.
5. A Notice of Grant Award shall be issued in a timely manner, unless such action is precluded by circumstances beyond control of the issuing office. For the purposes of this chapter, "issued in a timely manner" means issued usually as soon as

possible after the funding decision has been made and in all cases prior to the beginning date of the grant budget period.

F. Standard Provisions:

Through the use of the approved Notice of Grant Award Form PHS-1533 and Notice of Research Fellowship Award Form PHS 416-4, awarding units will satisfy the minimum standard provisions requirements referenced in PHS Grants Administration Manual Chapter 1-67, Notice of Grant Award.

G. Special Provisions:

1. On rare occasions, NIH awarding units may find it necessary to establish special provisions for an individual or a class of awards. Whenever such action is necessary, these principles pertain:
 - a. If a special provision would constitute a deviation from the standard provisions, the proposed deviation must be forwarded to the Deputy Director for Extramural Research and Training, who, in turn, will seek any necessary clearance from the Office of the Assistant Secretary for Health, in accordance with the provisions of PHS Grants Administration Manual Chapter 1-20, PHS Implementation of Department Policies. (NOTE: This does not, for example, preclude the selective exercise of special restrictions permitted under NIH Manual Chapter 5202.)
 - b. The Notice of Grant Award should not contain lengthy conditions designed to amend or clarify substantive matters improperly or inadequately addressed in the applicant's proposal. Such matters should be amended through negotiation prior to approval and award and documented either through correspondence referencing applicable portions of the proposal or by a revised proposal.
 - c. When specific action is required of the grantee by a set date, the provision should be coupled with a statement of the resulting action to be taken in case of noncompliance.
2. Whenever special provisions are imposed, the office responsible for imposing the provisions shall follow up as appropriate on grantee performance to determine compliance, to lift or recommend removal of the special provision which has been satisfactorily complied with, or to take appropriate action when there is evidence of noncompliance.
3. Removal of special provisions imposed on grantees shall only be done by written notification signed by the designated official(s) authorized to sign the award notice by which such provision was imposed.

H. Effective Date:

This policy is effective on date of release.

I. Additional Information:

For further information on this chapter contact the Grants Policy Office, Office of Extramural Research and Training, Building 31, Room 1B58. Telephone: 496-5967.

J. Additional Copies:

For copies of this manual chapter send a Form NIH 414-5, "Request for Manual Chapter" to the Printing and Reproduction Branch (P&RB), DAS, Building 31, Room B3BE07.

Refer to Hardcopy Illustration 1

Refer to Hardcopy Illustration 2